

Business Justification
Commissioner
EEOO Office
Department of Labor & Workforce Development
May 23, 2008

I. Executive Summary

We have identified the following positions for inclusion in the voluntary separation plan (VSP): **Executive Administrative Assistant 2** and **Employee Program Specialist 1**. Due to the reduction in the number of Call Centers and Career Centers operated by our Department statewide the duties performed by these targeted positions can be absorbed by the statewide Equal Opportunity (EO) Officer and the Department's Human Resources division.

II. Business Justification and Assessment

Executive Administrative Assistant 2 – There is one employee in this classification who assists the Statewide EO Officer in ensuring that the Department's Call Centers and Career Centers are in compliance with equal access and opportunity requirements under the Workforce Investment Act. Due to a reduced number of statewide Call and Career centers these duties can be absorbed by the statewide EO Officer.

Employee Program Specialist 1 – There are three employees in this classification within this business unit. These employees provide equal access and opportunity compliance assistance within a geographical area within the State. Due to a reduced number of statewide Call and Career centers these duties can be absorbed by the statewide EO Officer.

III. Estimated Net Cost Savings: (See attached spreadsheet).

Appointing Authority or Designee: James G. Neeley, Commissioner

Date: May 28, 2008